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10 November 1976

MEMORANDUM FOR: Comptroller

FROM :   
Administrative Officer, DCI

25X1

SUBJECT : Fiscal Year 1977 Operating Budget

1. In order to assist you in your program planning between now and next October 1st, the following information pertaining to your FY 1977 operating budget level is provided:

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Personal Services/Salaries  
Travel  
Machine Rentals  
Training  
Total

2. The Comptroller informs me that the probability of further allocation of funds during the year is remote. Therefore I will be furnishing you with monthly statements reflecting obligations incurred and balances remaining. Hopefully this will assist in maintaining an up-to-date knowledge of the budget status of your office and to control expenditures to avoid any commitments which cannot be funded within the current allocation.

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Distribution:

Orig - Addressee  
1 - Executive Secretary  
1 - B&F Officer  
1 - RB & Chrono  
1 - Suspense file

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